

## Approved For Release 2001/GESAL RDP80-00679A000100030040-0

PERSONNEL DIRECTOR MEMORANDUM NO. 91-53

SUBJECT: Correspondence for Signature of the DCI, DDCI, or the Acting DD/A

- 1. The following procedures will be followed in respect to all communications prepared for the signature of the DCI, DDCI, or the Acting DD/A:
  - a. With the exception of the original and countesy carbon, all carbons of communications prepared for the signature of the DCI and DDCI will reflect the Office symbol, originator, typist's initials, and two additional signature lines as illustrated in the following example:

OPD:GEMeloon:bks (Date)	Originator:
Distribution:	Personnel Director
0&1 - Addressee	The state of the s
1 - Security Office	
1 - Medical Office	Concur:
1 - OPD Chrono	Acting DD/A
l - OPD Reading	Worth Parket

b. The procedure outlined in paragraph "a", above, will be followed in respect to all communications prepared for the signature of the Acting DD/A with the exception that the two additional signature lines will be adjusted to simulate the following example:

OPD:PPD: ca (Date) Distribution: O%1 - Addressee 1 - Security Office 1 - Medical Office	Originator: Chief / PPD	STATINTL
1 - OPD Chrono	Concur: Personnel Director	
ILLEGIB I - TID	ILLEGIB	
	Acting Personnel Director	STATINTL

RESTRICTED

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		•	CENTRAL INTELLIGENCE AGENCY				
		OFFICIAL ROUTING SLIP					
		то		INITIALS	DATE		
		1	Acting Personnel Director	020	NOV 1953		
STATINTL		2	79-218	RB	9100053		
		3					
		4					
		5					
	İ	FROM		INITIALS	DATE		
		1	Chief / PR&DS	(B)	6Nr		
	•	2					
	1.	3					
			APPROVAL INFORMATION	[ <del></del>	SIGNATURE		
	. ,		ACTION DIRECT REPLY		RETURN		
			COMMENT PREPARATION OF REF	PLY	DISPATCH		
			CONCURRENCE RECOMMENDATION		FILE		
		Remarks:					
	Attached PDM concerning correspondence for the signature of the DCI, DDCI, and Acting DD/A. Your approval and signature are requested.						
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FORM NO. 30-4

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FORM NO. 30-4

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	CENTRAL INTELLIGENCE AGI	ENCY		
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1	Acting Personnel Director	Clicsin	whor.	
2	PRDS-218Curie			
3				
4				
5				
FROM		INITIALS	DATE	
1	Chief / PR&DS	CB	12 Nor	
2				
3				
In chi at	APPROVAL INFORMATION  ACTION DIRECT REPLY  COMMENT PREPARATION OF REI  CONCURRENCE RECOMMENDATION  ARKS:  accordance with your request, anges have been made in paragratached PDM. Your approval and quested.  Listibulia external the commended PDM.	appropria	the	
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